

JOB DESCRIPTION

Position Title:	Manager (Compliance)
Reports to:	Head (Compliance & Enforcement)
Pay Grade:	IRU 5 – Manager
Department:	Legal, Compliance & Enforcement

Job Summary

The Head compliance will form part of INDIS Compliance team under the remit of the Compliance and Enforcement Department, tasked with providing the necessary support to the department to educate, enforce and support INDIS Malta Ltd industrial estates. Apart from providing guidance and leading the other compliance officer, the head will proactively identify, communicate and resolve enforcement issues. The Head will also establish and maintain a close relationship with associations, tenants, outsourced contractors, and other relevant Authorities as may be required. The main role is to ensure that all tenants are performing in line with what has originally agreed between INDIS and Tenants.

Job Duties and responsibilities

- Manages the Compliance & Property Inspection Team providing necessary advice and assistance in the execution of their duties to ensure that reports are prepared in the appropriate format and in a timely manner.
- Prepares and directs the agenda of the Team to ensure the best use of resources and achieve the expected outcome.
- Sets and communicates clear Team goals, delegates tasks, and sets deadlines for the Team.
- Creates an inspiring Team environment and an open communication culture.
- Instructs the Team, and personally adheres to safety practices in line with the national H&S Regulations, emanating from the Occupational Health and Safety Authority Act, Cap 424 of the Laws of Malta, and INDIS internal H&S Policies.
- Supervise and if necessary, carries out compliance inspections on INDIS tenants' activity to check that these meet the necessary obligations.
- Supervise and if necessary, carries out inspections as necessary at INDIS properties.
- Makes sure that during the visits, compliance officers keep a lookout for any

breaches and other situations of concern, both at tenants' properties and within the industrial estates in general, reporting any findings.

- Supervise and if necessary, prepares the necessary reports according to standards set by INDIS outlining the findings of the inspections.
- Compiles and maintains a continuously updated record in files of all reports prepared and other relevant documentation.
- Discusses with tenants and provides direction where it is seen that required standards are not being met.
- Will give evidence in court/disciplinary hearings when required.
- Provides statistical information to Management when requested about breaches and /or other conditions within INDIS industrial property.
- May be requested to assist in eviction orders to carry out inventory reports.
- Follows up on any issues arising from the compliance and property visits and subsequent reports.
- Participates in, and provides recommendations, for the development and implementation of policies, procedures, and regulations related to compliance and property inspections.
- Provides input and gives advice to Management and other Units within INDIS as required.
- Performs any other job-related duties as necessary, or as assigned, which may be required from time to time.

Consultation

- Consults with the respective Chief Officer and/or any other designated person in resolving issues and problems.
- Consults with the respective Chief Officer and/or any other designated person when dealing with issues that are of a sensitive nature and/or of strategic importance.

Self-Development

- Enhances department and organization reputation by accepting ownership for tasks, while seeking to add value to job accomplishments.

Required Skills/Abilities

- Good analytical skills.
- Good research skills.
- Being well-organized and paying attention to detail.
- Strong communication and negotiations skills.

- Strong written and verbal skills with attention to detail.

Qualifications and requirements

The required candidate should have a solid background in Compliance, Health & Safety and or any related background which may be considered relevant for this post.

AND

An academic qualification in a relevant field of study at National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level and shall have a minimum of two (2) years' relevant work experience in a similar role.

OR

An academic qualification in a relevant field of study at National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level and shall have a minimum of four (4) years' relevant work experience in a similar role.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

Disclaimer

This job description explains the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, or knowledge. This job description is subject to change by Management as needed.